



## Chesterfield County, Virginia

### Memorandum

**DATE:** JUNE 8, 2007

**TO:** CHESTERFIELD COUNTY PLANNING COMMISSION

**FROM:** KIRKLAND A. TURNER, DIRECTOR OF PLANNING

**SUBJECT:** PROPOSED PLANNING DEPARTMENT SUBDIVISION FEE  
ADJUSTMENTS

The purpose of this memorandum is to provide additional information for the Planning Commission's June 19th work session on proposed Planning Department subdivision fee adjustments.

Each year, as part of the County's annual budget process, Planning Department staff reviews and makes recommendations to the County Administrator on potential adjustments to Planning Department fees. Since 2002, it has been County policy that fee revenues received through the Planning Department review of residential rezoning and subdivision development proposals should equal at least 80 percent of the Planning Department's cost to undertake those reviews. Staff projects that for FY 2007-08, the amount of revenue received for subdivision review will equal 43 percent of projected subdivision review costs. As a result, the County Administrator has requested that the Planning Commission review and make recommendations to the Board of Supervisors on potential subdivision fee adjustments.

Should the Commission proceed with a review of subdivision fee adjustments, the Commission may want to consider appointing a review committee. If the Commission decides to do so, potential appointees from the 2003 fee review committee could include Scott Camp, Clem Carlisle and Robert Schrum, Jr. Additional fee study committee members could include Tyler Craddock and Andy Scherzer.

Staff will be prepared to discuss details of their subdivision fee analysis at the Commission's June 19 work session. Over the coming months, staff will be undertaking a comprehensive analysis of the entire Planning Department fee structure, with the intent of simplifying and consolidating its many fee categories.

Should you have any questions before June 19th, please contact me (748-1049) or Glenn Larson (748-1970).

GL/gl